

SECTION 12

ROLES AND RESPONSIBILITIES

STATE AGENCIES

12.1 Washington State Military Department, Emergency Management Division

12.1.1 Preparation

- Maintain 24-hour contact availability through the Washington State Military Department, Emergency Management Division's State Emergency Operations Officer (SEOO).
- Develop and maintain standard operating guidelines to implement Department roles and responsibilities.
- Maintain and operate the State Emergency Operations Center (EOC) for use by all state coordinating agencies.

12.1.2 Mobilization

- Receive notice of the incident and the mobilization request with required supporting information (using Appendix C) from the host Fire Chief or designee.
- Assign incident mission number.
- Provide information, in coordination with other agencies, to the Adjutant General for a decision to authorize the activation of the *Mobilization Plan*.
- Activate the State EOC as appropriate and advise WSP, Fire Protection Bureau and DNR, as well as other state agencies, as necessary, of the incident.
- Assist local jurisdictions with identifying and acquiring appropriate support functions, e.g., food, shelter, fuel, communications, emergency public information, and personnel, as needed and requested.
- Deploy, when requested, an EMD liaison to the local EOC or Incident Command Post.
- Support affected local jurisdictions in tracking incident costs and completing administrative paperwork.
- Prepare and coordinate an after-action report of all mobilization efforts.

12.2 Washington State Patrol, Fire Protection Bureau

12.2.1 Preparation

- Develop and maintain standard operating guidelines to implement Bureau roles and responsibilities.
- Issue resource request numbers to Regional Fire Resource Coordinator(s) to be used for assignment to non-mutual aid in-region resources that may be ordered only upon receiving mobilization authorization from EMD.
- Maintain a resource order and tracking system that is compatible with the system in use by wildland firefighting agencies.

12.2.2 Mobilization - Emergency Mobilization Section

- Provide state coordination and state fire resource mobilization activities at the state EOC.
- Access and order fire service resources from non-affected regions as provided for by the *Mobilization Plan* and deploy those resources as requested by Regional Fire Resource Coordinator(s) to local jurisdictions.
- Assign resource request numbers for all state mobilization resources.
- Participate in preparation of the after-action report.

12.2.3 Mobilization - Field Operations

- Assist in support and preparation for incoming state mobilization fire resources.
- Coordinate with the Regional Fire Resource Coordinator(s) in the assessment of the current and projected commitment of state fire mobilization resources to the incident.
- Advise the MIC of any special needs or requirements of the State Fire Marshal.
- Clarify and confirm single point ordering process.
- As requested by the MIC, assist in the preparation of the first incident action plan.
- Coordinate communications between the MIC, State EOC, and State Fire Marshal.
- Ensure that resources are tracked at the incident as required.
- Verify the accuracy of resource documentation.
- Coordinate with local authorities as necessary to determine origin and cause of the fire.

12.3 Washington State Department of Natural Resources

12.3.1 Preparation

- Fulfill legal responsibilities for forest fire suppression.
- Coordinate orders for local fire jurisdiction resources from state, out-of-state, and federal agencies.

12.3.2 Mobilization

- Provide resources, including air attack, logistical support, equipment, and personnel, as available.
- Participate in preparation of the after-action report.
- Mobilize Washington Integrated Incident Management Teams.